

# **CEPF AND HMEP LEPC FUNDING**

## **2004**

### **MISSOURI EMERGENCY RESPONSE COMMISSION**



**PO Box 3133, Jefferson City, Missouri 65102**  
**573-526-9240                      800-780-1014**



# MISSOURI EMERGENCY RESPONSE COMMISSION

Department of Public Safety  
State Emergency Management Agency  
P.O. Box 3133

Jefferson City, Missouri 65102  
Ph: 573-526-9240 or 800-780-1014 Fax: 573-526-9261  
MERC Web Site: <http://www.sema.state.mo.us/mercc.htm>  
Tier Two Website: <http://hazmat.dps.state.mo.us>



April 28, 2004

To: Local Emergency Planning Committees/Districts

As Executive Director of the Missouri Emergency Response Commission (MERC), I am pleased to announce the availability of LEPC Grants from the Chemical Emergency Preparedness Fund (CEPF) as well as Hazardous Materials Emergency Preparedness Fund (HMEP) for fiscal year 2004. This funding is being offered to LEPCs to assist them with their planning and training activities as mandated by the Emergency Planning and Community Right-to-Know Act (EPCRA). We encourage all LEPCs to take advantage of this funding opportunity. The Commission has outlined the activities and expenses for which the funds may be used, and there is no matching fund requirement. Again this year we have combined the reporting of both fundings to simplify the process for the LEPCs as well as our staff.

The source of the CEPF funds are from Tier Two filing fees collected for Reporting Year 2003.

The HMEP funds are made available through the U.S. Department of Transportation (U.S. DOT) and are administered by the MERC.

Any LEPC that utilizes a regional planning council must submit a copy of an LEPC-approved and signed contract or signed agreement for services for the upcoming funding period (July 1, 2004 through June 30, 2005). This signed contract or agreement must accompany this packet of information when submitted. Please contact the MERC staff if you have any questions about this requirement.

In an effort to distribute collected funds in a timely manner, we have decided to begin the process earlier. Please read the guidelines carefully and submit the documentation requested in this packet by **July 15, 2004**. If you have any questions after reading through the packet, please contact the MERC staff at (800) 780-1014 for clarification.

Sincerely,

A handwritten signature in black ink that reads 'Robert E. Dopp'.

Robert E. Dopp  
MERC Executive Director

COUNTY \_\_\_\_\_

**APPROXIMATE CEPF FUNDING FOR NEXT YEAR**

*(Based on last year's Tier Two fees collected)*

\_\_\_\_\_

**APPROXIMATE HMEP FUNDING AVAILABLE FOR NEXT YEAR**

*(Distribution based on total number of state/federal highway miles in each county.*

*Amount is based on last year's grant received.)*

\_\_\_\_\_

**TOTAL ESTIMATED AMOUNT AVAILABLE**

\_\_\_\_\_

This document is intended to guide LEPCs in how to use the funding available under the Missouri Emergency Planning and Community Right-to-Know Act. In addition to this general guidance, this packet includes a copy of forms to be completed.

Please complete Funding Grant  
and return to:

The MERC  
PO Box 3133  
Jefferson City, MO 65102.

**BY**  
**JULY 15, 2004**

<p style="text-align: center;"><b><i>LEPC FUNDING</i></b> <b><i>FY 2004-2005</i></b></p> <p style="text-align: center;"><b>GUIDELINES</b></p>
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To alleviate some of the confusion and simplify the funding process, the Missouri Emergency Response Commission (MERC) has combined the two funds required documentation again this year for the CEPF and HMEP funding grants. The following are the guidelines for each funding grant that is available for the Local Emergency Planning Committees (LEPCs), along with one packet of information that must be completed, signed and returned by **July 15, 2004**.

Fees collected by the department and all funds provided to local emergency planning committees shall be used for chemical emergency preparedness purposes as outlined in sections 292.600 to 292.625 RSMo and the federal act, including (1) contingency planning for chemical releases; (2) exercising, evaluating, and distributing plans; (3) providing training related to chemical emergency preparedness and prevention of chemical accidents; (4) identifying facilities required to report; (5) processing the information submitted by facilities and making it available to the public; (6) receiving and handling emergency notifications of chemical releases; (7) operating a local emergency planning committee; and (8) providing public notice of chemical preparedness activities. (RSMo 292.606.4) For further clarification, please call the MERC at 800-780-1014 or go to the MERC homepage at [www.sema.dps.mo.gov/mercc.htm](http://www.sema.dps.mo.gov/mercc.htm) and click on Community Right-To-Know Act.

### **CEPF Funding**

The CEPF funding program's purpose is to increase local effectiveness to prevent chemical accidents; to safely and efficiently handle hazardous materials emergencies; and to enhance implementation of the state and federal Emergency Planning and Community Right-to-Know Acts (EPCRA). RSMo292.602-3-4 authorizes the Missouri Emergency Response Commission to provide assistance to Local Emergency Planning Committees through funding received from the hazardous chemical fee system.

This funding program is supported by fees collected under a state fee program requiring a facility having to comply with reporting requirements under EPCRA to contribute to the program. Pipelines transporting hazardous materials must also contribute to the program. These fees are placed in the "Chemical Emergency Preparedness Fund" (CEPF). Funds are provided to Local Emergency Planning Committees (LEPCs) through the county governing body. If an LEPC has been formed, the county shall immediately provide such funds to the LEPC committee.

## **FOLLOWING ARE EXAMPLES OF PROJECTS AND ACTIVITIES ELIGIBLE FOR CEPF FUNDING:**

### **1. CONTINGENCY PLANNING FOR CHEMICAL RELEASES**

- Purchase a PC and software to support planning for hazardous material releases and responses (e.g. CAMEO, PEAC) [#4 - *Summary of Expenditures - Line 6*] The website for PEAC is: <http://www.aristatek.com>

- Pay for expenses associated with developing, reviewing and updating hazardous materials emergency response plans and procedures (e.g. meeting expenses [#4 - Line 8], professional consultants fees [#4 - Line 7], etc.)

**2. EXERCISING, EVALUATING AND DISTRIBUTING PLANS**

- Expenses to conduct emergency response drills and exercises associated with the plan [#4 - Line 10]
- Copying and mailing expenses, if applicable, to distribute the plans [#4 - Line 3]
- Fees for a professional instructor to design and/or oversee exercises. [#4 - Line 10]
- Expenses to conduct specialized and functional exercises (focusing on a specific issue, such as in- place protection, etc.) [#4 - Line 10].

**3. PROVIDING TRAINING RELATED TO CHEMICAL EMERGENCY PREPAREDNESS AND PREVENTION OF CHEMICAL ACCIDENTS**

- Expenses to participate in appropriate state, regional, or federal training courses (travel, [#4 - Line 4] course fees [#4 - Line 10], etc.). Appropriate courses may relate to planning, response, inspections, compliance, personnel safety, safety audits, etc.
- Expense of printing and mailing training materials [#4 - Line 3]
- Rental of a facility or equipment needed for training purposes [#4 - Line 10]
- Fee for a special instructor (as required) [#4 - Line 10]
- Purchase of training programs and/or materials to be used to support local training [#4 - Line 9]

**4. IDENTIFYING FACILITIES REQUIRED TO REPORT**

- Print and mail notices to potentially covered facilities [#4 - Line 3]
- Expenses for contracted clerical personnel to create and maintain a paper file and/or electronic database of reported facilities [#4 - Line 7]

**5. PROCESSING INFORMATION SUBMITTED BY FACILITIES; MAKE IT AVAILABLE TO THE PUBLIC**

- Expenses to set up and maintain a chemical inventory reporting file system and/or information database [#4 - Line 8]
- Purchase file cabinet and file guides to organize and file information [#4 - Line 5]

**6. RECEIVING AND HANDLING EMERGENCY NOTIFICATIONS OF CHEMICALS RELEASES**

- Expenses to set up and maintain an emergency release notification filing system and database [#4 -Line 8]

**7. OPERATING A LOCAL EMERGENCY PLANNING COMMITTEE**

- Expenses associated with printing, copying and distributing informational materials to LEPC members and other appropriate groups [#4 - Line 3]
- Expenses as needed for LEPC Committee meetings and other LEPC activities [#4 - Line 8]
- Pay for an independent audit of LEPC fund use as needed [#4 - Line 8]

**8. PROVIDING PUBLIC NOTICE OF CHEMICAL PREPAREDNESS ACTIVITIES**

- Advertising LEPC meetings and activities in newspapers, radio, TV etc. [#4 - Line 8]

## EMERGENCY RESPONSE EQUIPMENT [#4 - Line 11]

***NOTE: The funds provided under Missouri's Emergency Planning and Community Right-to-Know Act are intended primarily to support the planning, training, and community right-to-know components of local emergency preparedness for chemical hazards. If a Local Emergency Planning Committee elects to use these funds for hazardous materials response equipment, the Missouri Emergency Response Commission (MERC) recommends that the following be accomplished first:***

- The LEPC should have completed a hazards analysis for Extremely Hazardous Substances (EHS) and the more common hazardous chemicals present in their community.
- The LEPC should have completed a local emergency plan following the guidelines of 40 CFR Part 311 and 29 CFR 1910.120.
- The personnel who will be using the equipment should have the level of training needed for their expected level of involvement with hazardous chemicals as specified in 40 CFR Part 311 and the local emergency plan. On-going training to maintain response competency and for use of the purchased equipment should also be considered.

## **HMEP FUNDING**

The HMEP Grants Program, as mandated by the law, establishes a role for the Federal government in providing financial and technical assistance, national direction, and guidance to enhance State, local, and tribal hazardous materials emergency planning and training. The HMEP Grants Program is designed to build upon existing programs and to support the working relationships within the National Response System and the Emergency Planning and Community Right-to-Know Act of 1986 (Title III). 42 U.S.C. 11001 *et seq.* The grants are to be used to develop, improve, and implement emergency plans, to train public sector hazardous materials emergency response employees to respond to accidents and incidents involving hazardous materials, to determine flow patterns of hazardous materials within a State and between States, and to determine the need within a State for regional hazardous materials emergency response teams.

The MERC is required by law to pass at least 75 percent of the planning grant amount to the LEPC's to develop emergency plans, and to make available at least 75 percent of the training grant amount for training public sector employees employed or used by a political subdivision of the State. These provisions ensure that funds are provided to the local emergency response teams for planning purposes and that training is provided to first responders. These funds are distributed by a set formula, which is based on the total number of state/federal highway miles in each of those counties.

## **FOLLOWING ARE EXAMPLES OF PROJECTS AND ACTIVITIES ELIGIBLE FOR**

### **HMEP FUNDING:**

#### **1. DEVELOPING EMERGENCY PLAN:**

- Development, improvement, and implementation of the emergency plan required under SARA Title III. [#4 - Summary of Expenditures - Line 7]
- Enhancement of emergency plan including response procedures involving transportation of hazardous goods and radioactive materials. [#4 - Line 7]

- Conducting jurisdiction wide hazards analysis (include hazards identification, vulnerability analysis and risk assessment). [*#4 - Line 7*]
- Conducting exercises that test the emergency operations (the first and utmost priority is to enhance the LEPCs emergency plan before entering into this part of the planning program). [*#4 - Line 10*]

**2. COMMODITY FLOW ASSESSMENT:**

- Assessment to determine flow patterns of hazardous goods into or within the state. [*#4 - Line 7*]

**3. TRAINING NEEDS ASSESSMENT:**

- Assessment to determine the number of public sector employees (first responders or public officials who are not responders but who perform activities associated with emergency response plans developed under EPCRA) employed or used by a political subdivision who need the proposed training. [*#4 - Line 7*]

Any questions regarding the LEPC or HMEP grant program may be directed to:

***Robert E. Dopp, Executive Director  
Missouri Emergency Response Commission  
P.O. Box 3133  
Jefferson City, MO 65102  
(800) 780-1014***

<b>Missouri Emergency Response Commission</b> <b>Missouri Department of Public Safety</b> <b>PO Box 3133</b> <b>Jefferson City, MO 65102</b>  <b>CEPF &amp; HMEP Funding</b> <b>July 1, 2004 to June 30, 2005</b> <b>DUE BY JULY 15, 2004</b>		<b>MERC USE ONLY</b>	
		<b>Amount of Funding Distributed</b>	
		<b>CEPF Grant</b>	
		<b>HMEP Grant</b>	
		<b>TOTAL</b>	
		<b>MERC Approval Signature</b>	
		<b>Date Approved</b>	
<b>LEPC NAME AND ADDRESS</b>		<b>AVAILABLE GRANTS:</b>	
			<b>YES</b>
		<b>CEPF Grant</b>	
		<b>HMEP Grant</b>	
<b>LEPC Point of Contact:</b>	<b>Telephone Number</b>	<b>E-mail Address</b>	
1) Please read the attached Guidelines before completing this packet of information.			
2) Please list Main Objectives or Projects to be funded with these Grants (use separate sheet if needed).			
(2a) Eligible projects and objectives to be funded with <u>CEPF</u> funds. (Please complete all that apply):			
	Contracts (i.e. consultants)		
	Services (i.e. supplies, books, printing)		
	Emergency Response Equipment		
	Other (please specify)		
(2b) Eligible projects and objectives to be funded with <u>HMEP</u> funds. (Please complete all that apply):			
	Contracts (i.e. consultants)		
	Services (i.e. supplies, books, printing)		
	Other (please specify)		
3) Attach a <u>List of LEPC Members</u> , the <u>Minutes of the last LEPC Meeting</u> and a copy of <u>Signed Contract/Service Agreement</u> with Regional Planning Council (if applicable).			



**4) ANNUAL REPORT OF USE OF LEPC FUNDS FROM PREVIOUS YEAR**

**SUMMARY OF EXPENDITURES CHARGED TO LEPC FUNDS - Fiscal Year 7/1/2003 - 6/30/2004**

		CEPF Funds	HMEP Funds	Details / Add'l Information <u>REQUIRED</u>
1)	Prev. Yr. Bal. - Unspent Funds	\$	\$	
2)	Amount of Grant Rec'd - FY 2004	\$	\$	
3)	Postage & Printing	\$	\$	
4)	Travel Expense	\$	\$	
5)	Office Furniture / Equipment	\$	(NOT ELIGIBLE)	
6)	Computer Equip. & Software	\$	(NOT ELIGIBLE)	
7)	Contractor Costs	\$	\$	
8)	Administrative Costs	\$	(NOT ELIGIBLE)	
9)	Reference Materials	\$	\$	
10)	Training	\$	\$	
11)	Equipment	\$	(NOT ELIGIBLE)	
12)	Other Expenditures (explain)	\$	\$	
13)	TOTAL EXPENDITURES / FY2004	\$	\$	(Total Lines 3 thru 12)
14)	BALANCE OF FY2004 FUNDS (+/-)	\$	\$	(Subtract Line 13 from Line 2)
15)	TOTAL UNSPENT FUNDS ON HAND	\$	\$	(Line 1 + [or - ] Line 14)

*Please note: \*SIGNATURES CERTIFY THAT THE FUNDS WILL BE ACCEPTED AND USED IN ACCORDANCE WITH STATE LAW AND THE ATTACHED GUIDELINES.*

**5)**

\_\_\_\_\_  
LEPC Chair (please print or type)

\_\_\_\_\_  
\*Signature

<b>6)</b>	County (or Counties if LEPCD)	NAME (Type or Print)	*Signature of County Commissioner(s) (LEPCD - Commissioner from <u>EACH</u> county must sign.)

<b>Estimated Annual Budget for LEPC Activities</b> <b>Beginning July 1, 2004 and Ending June 30, 2005</b>
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\$ \_\_\_\_\_ Printing and Postage

\$ \_\_\_\_\_ Travel

\$ \_\_\_\_\_ Office Equipment and Supplies

\$ \_\_\_\_\_ Computer Equipment and Software

\$ \_\_\_\_\_ Contracts for Services

Name of Contractor	Services	\$ _____ Amount of Contract
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Name of Contractor	Services	\$ _____ Amount of Contract
--------------------	----------	--------------------------------

Name of Contractor	Services	\$ _____ Amount of Contract
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Name of Contractor	Services	\$ _____ Amount of Contract
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\$ \_\_\_\_\_ Resource Materials

\$ \_\_\_\_\_ Training Expenses

\$ _____	Equipment	Type of Equipment	Destination
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Type of Equipment	Destination
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\$ \_\_\_\_\_ Other Costs \_\_\_\_\_

\$ \_\_\_\_\_ **Total**

\_\_\_\_\_  
Signature of LEPC Chairman

## ***Funding Packet Checklist***

Please ensure that this information has been made available to all LEPC members for their review.

Before mailing to The MERC, please make sure the documentation listed below is included.

APPLICATION MUST BE SUBMITTED BY **JULY 15, 2004** TO BE CONSIDERED FOR FUNDING.

### **CHECKLIST**

☐ ***Completed packet of information that includes:***

- ☐ ***funding grants received previous year***
- ☐ ***list of anticipated objectives and projects***
- ☐ ***report of use of funds for the previous year***
- ☐ ***required signatures***

☐ ***Estimated Annual Budget form for upcoming year***

☐ ***Minutes of last LEPC meeting***

☐ ***A list of current LEPC members for approval***  
***(please include their address, phone number and affiliation)***

☐ ***Plan updates or status*** ***(if not submitted since July 2003)***

☐ ***Copy of current rules or by-laws*** ***(if not previously submitted)***

☐ ***Copy of signed contract/service agreement with***  
***regional planning council for current year*** ***(if applicable)***